

**JOB DESCRIPTION**

Position Title: Director of Fund Development	Job Code:	Overtime Status: Exempt
Department:	Location:	
Reports To: Chief Executive Officer (CEO)	Number of People Supervised: 2-4	

POSITION PURPOSE

The Director of Fund Development serves as the lead strategist for agency fund development, to set and achieve annual and multi-year agency revenue goals. The primary objectives are to serve as the primary staff support in fundraising matters for the CEO and the Board of Directors, to manage the agency's giving programs, including individual gifts, foundations, corporations, and endowment and planned giving. This position serves as the agency's principal coordinator for the agency's fundraising events and initiatives, including but not limited to the annual Benefit Dinner and the annual Fire & Ice Holiday Ball.

This position interfaces with a large number of high level community leaders, donors, and committee members, and represents the agency on a regular basis both internally and externally. The first year of the position will be spent in training with the Director of Corporate Operations and Benefit Dinner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Setting and achieving, in close collaboration with the CEO, annual and multi-year agency revenue goals.
- Developing and implementing a written plan for identifying, cultivating, soliciting and stewarding the number of donors needed to reach agency revenue goals.
- Strategize, plan, guide and execute the individual giving program, leading efforts to acquire and cultivate donors at all levels, to ensure adequate donor prospects in alignment with the agency's annual revenue goals.
- Strategize, plan, guide and execute donor stewardship, leading efforts to ensure donors are recognized, actively engaged, and motivated to continue and/or increase gifts annually.
- Responsible for ensuring that all updates and management of the agency's fund development database are complete and accurate, are performed in a timely manner, and all standards and database integrity and quality control are met.
- Responsible for oversight of all aspects of agency fundraising initiatives. Defines needs, event purposes, and goals. Responsibilities may include administrative tasks and duties to ensure completion of all event components.
- Works with committees in defining roles, training, guidance, and follow-up of responsibilities, assignments, and commitment. Schedules meetings, retains meeting notes, monitors and retains records and communication for/to all committee members. While the fundraising events are committee-driven, at times a leadership role will be required.
- Development of messages and materials for marketing of the events in coordination with the Communications Manager.
- Coordinate all aspects of event preparation including: budgeting and financial statements; facility arrangements and event logistics (food and beverages, seating arrangements, decorations, etc.);

coordination of volunteers/workers and training of such; speaker/entertainment acquisition, etc.

- Coordination and management of sponsorships, auction donations, ticket sales including assessment of giving levels and assuring appropriate contacts for each event.
- Define and coordinate after-event components including tax/contribution/thank you letters, retention of records, data entry, balancing revenue and expense records in agency financial reports, database, and applicable spreadsheets.
- Coordinates BBBS' support staff tasks and responsibilities in conjunction with events.
- Attends and participates in meetings and/or activities as designated including: department and agency all-staff meetings, agency match activities, fundraisers, and other functions as applicable.
- Represents the organization at community events\meetings, local and regional functions as applicable, and serves on the United Way Speakers' Bureau.
- Assume special duties as assigned and handle work in an extremely confidential manner.
- Participate in and contribute to the leadership and strategy team.
- Monitor fundraising results and report updates to the CEO and Board.
- All other duties as assigned.

EDUCATION & RELATED WORK EXPERIENCE

Education Level:

(minimum & preferred educational requirements necessary to perform this job successfully)

Bachelor's Degree

Minimum 5 years' experience in Fund Development and Event Management

Years of Related Work Experience :

(minimum & preferred related work experience necessary perform this job successfully)

5 years related experience preferred. Experience in a supervisory role. Excellent verbal, written and interpersonal communication skills. Demonstrated community relations/partnership-building and leadership skills. Experience working with diverse populations. Extensive experience and/or skill training with fundraising and event planning; some fund development and grant writing experience beneficial.

Must have car, valid driver's license, and meet state required automobile insurance minimums.

SKILLS AND KNOWLEDGE

	Required	Preferred
Extensive management experience.	X	
Demonstrated partnership, relationship, and solicitation success.	X	
Knowledge of database software; proficient with computers, Microsoft Office including Excel and Outlook.	X	
Strong organizational and time management skills.	X	
Demonstrated strategic agility.	X	
Excellent oral and written communications skills.	X	
Proven integrity.	X	
Demonstrated ability to work under pressure and handle multi-tasking/demands with staff, Board, community volunteers, donors, etc.	X	
Excellent interpersonal skills demonstrating ability to establish a positive relationship with staff, Board, community volunteers, donors, etc.	X	
Able to exercise judgement regarding matters of significance and priority.	X	
Demonstrated ability to meet deadlines.	X	

TRAVEL REQUIREMENTS (LIST AS A % OF TOTAL WORK TIME)	Less than or More than
Approximately 10-15% of time spent off site within 5 county areas; mileage reimbursed.	

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS (Describe any specific work place conditions and/or physical abilities that are related to and/or required by this job.)
The ability to travel and work outside regular business hours, including some evenings and weekends.

Core Competencies	High Performance Indicators
Process Management	Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; can simplify complex processes.
Interpersonal Skills	Relates well to all people inside and outside the organization; builds appropriate rapport; listens; builds constructive and effective relationships; uses diplomacy and tact; truly values people; can diffuse even high-tension situations comfortably. Cultivate and build relationships with sponsor representatives and donors; ability to adjust own interpersonal approach/style to fit others' needs, perspectives, cultures, etc.
Results	Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers. Very bottom-line oriented; steadfastly pushes self and others for results in an effective and appropriate style. Evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgement. Problem solving, project management and creative resourcefulness. Able to set, measure, and evaluate progress against goals for the organization. Able to adjust and adapt to shifting priorities and demands in a fast-paced environment.
Perseverance	Pursues everything with energy, drive, and completes work in a timely manner. Shows progressive demonstrations of increased responsibilities and adds personal value to the agency. Goes above and beyond the call of duty. Capable of reinventing their job to meet the needs of the position and the agency.
Leadership	Provide for all staff a strong day-to-day leadership presence and an open door policy. Exceptional capacity for managing and leading people; a team builder; ability to connect staff and committee volunteers both on an individual basis and in large groups. Cultivate the values within the organization and be driven by the mission.

Equal Employment Opportunity

BBBS provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties & responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBS may change the specific job duties with or without prior notice based on the needs of the organization.

ACKNOWLEDGEMENTS	
Creation Date: October 28, 2016	Revision Date:
Supervisor: I have approved this job description and reviewed with my employee.	
Signature:	Date:
Employee: I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature:	Date:
Human Resources:	
Signature:	Date: